

Darke County Park District

Board of Park Commissioners

Department	Office Administration		
Position Title	Volunteer Coordinator / Gift Shop Manager		
Position Type:	Part-Time	Supervisory	
Positions Supervised:	Volunteers; Court-appointed workers		
Reports To:	Financial Administrator	Classification Status / FLSA	Un-classified / Non-exempt
Salary Range:	\$13.50-16.00/hr		
Position Description			

SUMMARY

Serve as the main liaison between the volunteers and the staff of Darke County Park District. Actively recruit, train and schedule the volunteer department. Act as the gift shop store manager and training of volunteers in running the gift shop point of sale system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must perform essential duties to expected performance standards. Reasonable accommodations are made as required for persons with disabilities as defined under the Americans with Disabilities Act.

- Assumes lead role as Volunteer Coordinator.
 - Recruit, interview, and schedule individual and/or group volunteers for daily, weekly, and annual opportunities. Plan and coordinate volunteer input required for school groups, special events, and as directed. Schedule and coordinate general volunteer training as well as training for specific areas of interest (Log House, Reception Desk, etc.). Maintain regular open communication with volunteers with regular email and phone communications. Plan and work with all Park District staff to ensure effective supervision, placement, and evaluation of volunteers every month. Ensure volunteer base background checks are completed and up to date.
- Schedule and Coordinate the Community Service Program
 - Work with the Darke County Job and Family Services, Municipal, Probate, and Adult Probation Courts to schedule and assist in court-appointed workers reaching their required hours.
- Serve as the manager of the gift shop at the Shawnee Prairie Preserve Nature Center.
 - Requires ordering of new merchandise to sell within the theme and needs of the store and clientele; running weekly reports; ensuring sales tax is properly

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managed and processed with the appropriate sources; ensuring the store is stocked prior to large events. Keeps the gift shop operation within the annual budget.

- Ensures the nature center kitchen area is cleaned and presentable prior to all rental events arrival.
- Keep the “giving tree” donations list updated seasonally.
- Maintains the parks’ inventory of historical clothing for staff/volunteer use at programming.
- Follows all policies and directives within the Darke County Parks Employee Manual.
- Wears and maintains uniform items as provided and in accordance with Darke County Parks’ policies.
- Maintains a professional, cooperative working relationship with other staff members.
- Demonstrates support for and understanding of Darke County Parks’ mission; meets and deals with the public in a professional, helpful and pleasant manner.
- Follows a flexible weekly schedule. Days of work fluctuate, Monday through Saturday, between the hours of 8:30 am to 5:00 pm. Evening and weekend work will be required as job duties demand. Responsible for keeping accurate time/work records.

ADDITIONAL RESPONSIBILITIES

Provides service to the public, responding to questions, helping, and providing information.

Collaborates within and across departmental boundaries to provide information and service to others in the organization to contribute to the effective operation of the agency and all staff.

Performs other duties as assigned.

EQUIPMENT OPERATED

Computer; printer; calculator; copier; fax machine; telephone; postage machine and other standard office equipment. Vehicles, light-duty hand/trail-building tools and equipment, and other tools and equipment used during and in preparation for volunteer activities.

CONFIDENTIAL INFORMATION

Properly handles and files all volunteers’ medical and other confidential or sensitive information in accordance with the park district employee manual and as directed by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A combination of appropriate education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. **An example of an acceptable qualification is:**

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- Preferred: two-year degree in Volunteer Services, or a related field from an accredited college or university.
 - Minimum: Relative experience as a regularly active volunteer or employee of a park or nature conservation organization for at least three years.
- Ability to convey information both orally and in written form to groups of different ages, special populations and backgrounds in an effective manner.
- Ability to maintain a positive, cooperative and helpful attitude with the public and other staff.
- Willingness and ability to work evenings, weekends and holidays, as required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Required: Ohio Drivers' License which meets Darke County Park Districts' insurance carrier guidelines
- Within one-year: Red Cross First Aid, CPR and AED or equivalent

JOB COMPETENCIES

Employees who are successful in performing this job typically exhibit the following competencies.

Language Skills: Ability to write reports and plans. Ability to effectively present information and respond to questions from groups of visitors, general public, and others. Good oral and written communication skills.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills and Abilities:

Ability to work effectively with adults and children of all ages, from culturally and economically diverse backgrounds.

Good organizational skills.

Operation of computer.

Skilled in application of job software including; Microsoft Office, google docs, time management, and performance management.

PHYSICAL DEMANDS

The following physical demands are representative of those that are typically performed by an employee while performing the essential functions of this job. These physical demands are not considered to be job qualification requirements but rather help identify where and how a reasonable accommodation may be made when an otherwise qualified person is unable to perform the job's essential duties due to a disability covered by the ADA.

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Approved: March 2024

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The employee frequently sits; uses hands to handle and feel; talks and hears. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee frequently lifts and/or moves items of negligible weight and occasionally lifts and/or moves items up to 30 pounds without assistance.

WORK ENVIRONMENT

The work environment is that of a typical office setting but also includes periods of outside work in a variety of weather conditions. The employee is occasionally exposed to adverse environmental conditions.

RELATIONSHIPS AND CONTACTS

Regular contact with the volunteers, program participants, event participants, the general public, and other job contacts.

EMPLOYEE ACKNOWLEDGMENT OF UNDERSTANDING

This job description has been reviewed with me, and I acknowledge understanding of my job duties, responsibilities, and performance expectations. I further understand that my job may change and that this description does not necessarily include all responsibilities that I may be expected to perform.

<p>_____</p> <p>Signature of Employee</p>	<p>____/____/____</p> <p>Date</p>
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